

**MINUTES OF MEETING
BARTRAM PARK
COMMUNITY DEVELOPMENT DISTRICT**

The Regular meeting of the Board of Supervisors of the Bartram Park Community Development District was held on Wednesday, **October 28, 2020** at 11:00 a.m. via Zoom Teleconference.

Present and constituting a quorum were:

Trisston Brown	Chairman
James Griffith	Vice Chairman
Joan Nero	Supervisor
Patricia Evert	Supervisor
Don Smith	Supervisor

Also present were:

Jim Oliver	District Manager
Wes Haber	District Counsel
Matt Maggiore	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order. There were five members of the Board present via Zoom or teleconference, constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment

There were no members of the public present.

THIRD ORDER OF BUSINESS

Affidavit of Publication

Mr. Oliver stated this meeting was noticed in the Daily Record as required by statute.

FOURTH ORDER OF BUSINESS

Minutes

A. Approval of Minutes of the July 22, 2020 Meeting

Mr. Oliver presented the July 22, 2020 meeting minutes and asked for any comments, corrections, or changes to the minutes. The Board had no changes.

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, the Minutes of the July 22, 2020 Meeting, were approved.

B. Acceptance of the Minutes of the July 22, 2020 Audit Committee Meeting

Mr. Oliver asked for a motion to accept the minutes of the July 22, 2020 Audit Committee meeting.

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, Accepting the Minutes of the July 22, 2020 Audit Committee Meeting, was approved.

FIFTH ORDER OF BUSINESS

Update Regarding Racetrack Road Improvements Project

Mr. Oliver stated this was something the developer is working on in both St. Johns County and Duval County to pursue the tax incremental funding, or TIF. Mr. Haber reports each county has separate counsel which they have been working with to try and get an agreement in place to provide the TIF funding for the project. He has been in the loop for purposes of reviewing the agreements to provide comments and input to make sure what happens is what was represented to the Board. No agreement will be finalized without the Board review and approval. They are still under negotiations with the other units of government and once there is a better understanding of what those agreements are going to look like, the Board will be notified and presented the CDD.

Mr. Brown asks if there is an associated timeline with this specific project. Mr. Haber answered that the reason for the time sensitivity has more to do with property valuation and not the construction timeline, and the goal for the developer is to get a certain piece of property recognized for tax purposes and would need that to take place prior to the end of year. As far as the actual progress of the project and construction timeline, that is unknown at this time. Mr. Maggiore adds that he believes the construction that has been seen is related to the JEA transmission poles that are going up and the other project is still several years off.

Mr. Haber clarifies that the CDD's role in this agreement is there because the CDD has the ability to issue the bonds to provide the upfront financing for the project. Bonds would be secured through the TIF that would come from the city and the county. It is largely the developer pushing it because if the financing does not come through the TIF, it will fall onto

the developer. Mr. Haber explained that as far as the timing of the transaction, there are lots of moving parts between the developer, city, county, and CDD, in addition to portions of improvements that are being done by DOT. The open ended aspect is not detrimental in any way, it is just part of the nature of the transaction, given all the moving parts. There was no required motion.

SIXTH ORDER OF BUSINESS

Ratification of Grant Easement and Agreement with JEA Regarding Relocation of Transmission Line

Mr. Oliver stated that the Chairman was delegated the authority to execute this agreement at the July 22, 2020 meeting. Ms. Evert added that this has been approved and would assume they would be 100% in acceptance with what Mr. Brown had executed. She noted the Board has an obligation to give no less than a year's notice to start the project, but no one said they could not take five years, and she is wondering if there is any consequence to that timeline.

Mr. Haber reports that this agreement is largely in place for the benefit of the CDD and the project. The CDD is granting the right for access to install the transmission lines. JEA is obligating itself if and when the project moves forward, to be responsible for the costs of moving the lines again. He does not view the agreements as putting an obligation on the CDD with respect to any timing, the only thing the CDD is obligating itself to do is allow the work to be done on its property.

Ms. Evert adds that it looks to her that JEA is not liable to the CDD for anything and wonders if that is standard. Mr. Haber explains that the language is fairly standard, and it is saying that JEA undertakes the construction required. It does not leave the CDD without any recourse against JEA but limits the CDD's recourse to JEA's obligation under the agreement.

On MOTION by Ms. Evert, seconded by Mr. Brown, with all in favor, the Grant Easement and Agreement with JEA Regarding Relocation of Transmission Line, was ratified.

SEVENTH ORDER OF BUSINESS

Ratification of Audit Engagement Letter for FY20 with Grau & Associates

Mr. Oliver stated at the July 22nd meeting the Board ranked the audit proposals and the top ranked proposer was Grau & Associates. The engagement letter is ready for the FY20 of

\$3,400. That is the same amount that was adopted in the FY21 budget and they will begin the audit for FY20 as long as there is a motion to ratify the engagement letter.

On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, the Audit Engagement Letter for FY20 with Grau & Associates, was ratified.

EIGHTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

NINTH ORDER OF BUSINESS Staff Reports

A. Attorney

Mr. Haber reports that they do not expect for the Governor’s executive order to hold virtual meetings will be extended. This means in the future that there is a need for three Board members to be physically present. If there is an extension he will be sure to let the Board know. As he learns more about the TIFF agreement and that project, he will continue to bring those into the loop as needed.

Mr. Griffith asked Mr. Haber to clarify about the executive order, because he was under the assumption that it was meant to be extended through January. Mr. Haber answers that there are a number of executive orders and the one pertaining to the meetings will expire at the end of the moth.

B. Engineer

Mr. Maggiore did not have anything further to report but states that he is happy to answer any questions. Mr. Griffith asks if he had heard anything from St. Johns County regarding the bridge and the severe dip. Mr. Maggiore had not, but he will check with the new CIP manager. The gentleman he initially dealt with has changed positions, but he will follow up and see if they can get some movement.

C. Manager

Mr. Oliver stated that Mr. Brown, Mr. Griffith, and Ms. Nero’s seats are expiring this year. They ran unopposed and have been reelected. Although the new term has yet to begin, the

division of elections sent out the Oath of Office. After November 3rd they will be sworn in. They need to coordinate with Mr. Oliver to have the oaths notarized.

TENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Brown reported there was some correspondence about repainting of fire hydrants and wants to know if there is a status update on that. Staff noted that the JDA government coordinator responded said that they were responsible for painting the fire hydrants and that they will be moving from St. Johns County to the northwest sector into Bartram Park within the next three months.

Ms. Evert reported that she saw two police cars on Bartram Park Boulevard monitoring traffic very close together and wonders how effective that is and just wanted to comment.

TWELTH ORDER OF BUSINESS

Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending September 30, 2020

Mr. Oliver noted the financial reports are available in the agenda package and they are through September 30th and reports to the Board that they are in good shape with the budget.

B. Assessment Receipt Schedules

Mr. Oliver noted that the schedule shows the Board is fully collected for FY20 and the tax bills will go out November 1st.

C. Approval of Check Register

Mr. Oliver stated the check register is included in the agenda package and he's be looking for a motion of approval.

On MOTION by Ms. Nero seconded by Ms. Evert, with all in favor, the Check Register, was approved.

D. Ratification of TIFF Funding No. 3 & 4

Mr. Oliver reviewed two funding requests. These are the invoices for matters related to the TIFF. They are run through the District and then a funding request is submitted to the Developer. The first is in the amount of \$175 and the other is in the amount of \$2,375.

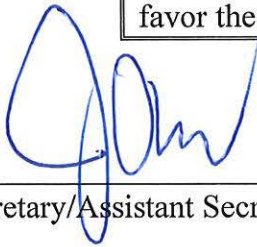
On MOTION by Mr. Griffith, seconded by Mr. Smith, with all in favor, the TIFF Funding Request No. 3 & 4, was approved.

**THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – January 22, 2021
@ 11:00 a.m.**

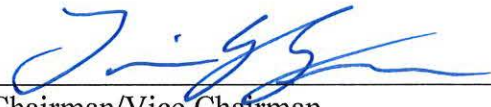
Mr. Oliver stated the next scheduled meeting is will be in person, on January 22, 2021 at 11:00 am.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Nero, seconded by Mr. Smith, with all in favor the Meeting was adjourned.



Secretary/Assistant Secretary



Chairman/Vice Chairman